

UNIVERSITY OF DALLAS

Admissions Assistant
Information Systems

Job Number: 7656UD
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WHO WE ARE

The University of Dallas is a private university that leads in academics and has been consistently ranked as one of the top regional universities in the country, holding a place on both U.S. News & World Report's list of the top 10 Catholic colleges in the West and Forbes' Best Value Colleges. We thrive on professional development, a family-oriented environment, our rich traditions and exceptional employee benefits.

JOB DESCRIPTION

UD is currently seeking an Admissions Assistant who will be responsible for establishing, directing, and maintaining accurate records for admission inquiries at the University of Dallas. Duties also includes inputting information and keeping the admissions tracking system up to date.

PRIMARY RESPONSIBILITIES

- Preparation of admission materials.
- Performs clerical processing of applications, application materials, and data in order for admissions counselors to review and recruit students
- Review of transcripts and application materials in preparation for admissions evaluation.

MINIMUM REQUIREMENTS

- High School Diploma required; Bachelor's degree preferred.
- Two years of clerical experience in a professional environment.
- Preferred knowledge and experience using database systems or Customer Resource Management (CRM) systems.

BENEFITS

UD provides competitive pay and benefits, including eligibility to participate in medical, dental, life and disability insurance; employee events; a health and wellness program; a free fitness center; competitive leave programs; free tuition for employees and their families; and matching retirement plan contributions.

If this sounds like the job for you, apply online at: <https://hr.udallas.edu/apply/>

The University of Dallas seeks to recruit, develop, and retain faculty, staff and administration of the highest caliber.

The University is an Equal Opportunity Employer, and encourages applications from female and minority candidates and others who will enhance our community and advance our Mission.